

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53092 (Staff Recommends Approval).

REQUESTED ACTION:

☐ Work Session (Report Only)

DATE OF MEETING: 8/25/2009

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

BUDGET IMPACT: \$7.13

☐ Annual

FUNDING SOURCE: _____

☐ Capital

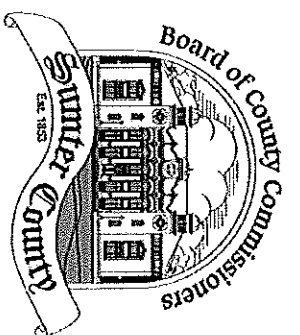
EXPENDITURE ACCOUNT: 129-260-713-5200

☐ N/A

HISTORY/FACTS/ISSUES:

Purchase Order #53092 (Office Depot) was originally approved in the amount of \$2,075.93 for 18 toner cartridges for Court Administration. Court Administration obtained quotes online through the State of Florida Contract; however, the cartridges were purchased using the Sumter County BOCC contract in which there was a price difference of \$7.13; therefore, requires a Change Order to be processed.

CHANGE ORDER REQUEST FORM



PO Number 53092
 Vendor Office Depot
 PO Amount 2075.93
 Net Change Amount (-/+)
+7.13

PLEASE CHANGE THE FOLLOWING ITEMS					
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code To Account Code
154414	2	2	\$63.76	\$66.42	
970568	1	1	\$43.40	\$45.21	

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐
 Cancel Item Numbers _____
 Original Requestor's Signature _____

Reason/Justification/Special Instructions:
 Original quote prices were obtained online thru State of Florida contract. Items were purchased via Sumter County BOCC contract which has different pricing.

Signature/Approvals _____
 Department Head 8-12-09
 Division Director 8-12-09
 Budget & Purchasing Dept. 8-12-09
 County Administrator 8-15-09
 Revised: 8/26/08

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

53092

To

OFFICE DEPOT

#1231

DATE July 22, 2009

DEPT. Court Functions

BY

Minda Taylor

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
129-260-713-5200					
		4	#224280 HP 45A Toner cartridge for Model Q5945A	222.15	888.60
		2	#774360 HP 11A Toner cartridge for Model Q6511A	117.56	235.12
		2	#154414 HP 12A Toner cartridge for Model Q2612A	63.76	127.52
		3	#904416 HP Q6003A Magenta toner cartridge	86.81	260.43
		3	#904392 HP Q6001A Cyan toner cartridge	86.81	260.43
		3	#904408 HP Q6002A Yellow toner cartridge	86.81	260.43
		1	#970568 Brother TN-350 toner cartridge	43.40	43.40
TERMS:				TOTAL	2,075.93

LORNA BARKER - COURT ADMINISTRATIVE

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: 225 E. McCOLLUM AVE., BUSHNELL, FL

AUTHORIZED BY:

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY:

OFFICER OR DEPT. HEAD

DATE: 8-10-09

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

About BSD | About Office Depot | Customer Services

Office DEPOTBUSINESS
SOLUTIONS
DIVISION

Search for

SEARCH

Logged in as LORNA BARKER of
CT ADMN 5TH JUDICIAL DIST [Log Out](#)[Bulletin Board](#)[Office Supplies](#)[Furniture](#)[Technology](#)[Custom Printing](#)[Design Print & Ship](#)[Tech Depot](#)**Shopping Cart**0 Item(s) In Cart
Subtotal: \$0.00[View Cart](#) | [Check Out](#)**Shopping Tools**[Find Printer Supplies](#)[Manufacturer](#) [Find a Store](#)[Order Tracking](#)[Order Approvals](#)[Order by Item #](#)[My Shopping Lists](#)[My Profile](#)[Online Catalogs](#)[Future Orders](#)**My Shopping Lists**To add an item to your cart, select the checkbox and click **Add To Cart**.If you change the list name, comment, or item quantities, remember to click **Save Changes**.[Create New List](#)**My Shopping List Contents**

List Name:

Toner Order

Comment:

[Save Changes](#)[Delete List](#)

Select all	Item Number	Entered Item Number	Mfrg Number	Category	Group	List Price	Your Price	Units	Qty	Extended Price
<input type="checkbox"/>		224280	224280	Q5945A	Cartridges, Toner, Ribbon	\$295.95	\$222.15	each	4	\$888.60
	HP 45A Black Laser Toner Cartridge Model Q5945A Material Safety Data Sheets									
<input type="checkbox"/>		774360	774360	Q6511A	Cartridges, Toner, Ribbon	\$180.22	\$117.56	each	2	\$235.12
	HP 11A Black Laser Toner Cartridge Model Q6511A BEST VALUE Material Safety Data Sheets									
<input type="checkbox"/>		154414	154414	Q2612A	Cartridges, Toner, Ribbon	\$101.84	\$63.76	each	2	\$127.52
	HP 12A Black Laser Print Cartridge Model Q2612A BEST VALUE Material Safety Data Sheets									
<input type="checkbox"/>		904416	904416	Q6003A	Cartridges, Toner, Ribbon	\$120.02	\$86.81	each	3	\$260.43
	HP Q6003A Magenta Laser Toner Cartridge Material Safety Data Sheets									
<input type="checkbox"/>		904392	904392	Q6001A	Cartridges, Toner, Ribbon	\$127.22	\$86.81	each	3	\$260.43
	HP Q6001A Cyan Laser Toner Cartridge Material Safety Data Sheets									
<input type="checkbox"/>		904408	904408	Q6002A	Cartridges, Toner, Ribbon	\$120.02	\$86.81	each	3	\$260.43
	HP Q6002A Yellow Laser Toner Cartridge Material Safety Data Sheets									
<input type="checkbox"/>		970568	970568	TN350	Cartridges, Toner, Ribbon	\$65.99	\$43.40	each	1	\$43.40
	Brother® TN-350 Black Toner Cartridge BEST VALUE Material Safety Data Sheets									

Sub Total = \$2,075.93

[Add To Cart](#)[Remove](#)[Move](#)[Save Changes](#)**Reminder Information**[Edit](#)

Start Date: 8/12/2009

Frequency: None

[Go to Shopping Cart](#)[Go to Order Tracking](#)[Go to My Profile](#)

Barker, Lorna

From: ODOOnline@OfficeDepot.com
Sent: Wednesday, August 12, 2009 10:39 AM
To: Barker, Lorna
Subject: Office Depot Order Information

Office DEPOT

Business Solutions Division

Thank you for choosing Office Depot for your office supply needs. We appreciate your continued business.

Order #: 482515649-001
Order Date: 07/27/2009
Delivery Date: 07/28/2009
LOC: 1165: WESTON CSC
Status: Delivered

Cust #: 29275315
PO: 53092
Contact: LORNA BARKER
CC: 1292607135200
DESK:
REL:
Comments:

Ship To: 00015: 225EMCCULL
 SUMTER CNTY COMM BOARD
 225 E MCCOLLUM AVE FL 2
 BUSHNELL, FL 33513-6138

Sku	Cust #	Item Description	Ord Qty	To Be Shipped	B/O Qty	UM	Unit Price	Extended Price
0224280	224280	HP 45A Black Laser Toner Cartridge Model Q5945A PREFERRED	4	4	0	each	222.150	888.60
0774360	774360	HP 11A Black Laser Toner Cartridge Model Q6511A BEST VALUE	2	2	0	each	117.560	235.12
0154414	154414	HP 12A Black Laser Print Cartridge Model Q2612A BEST VALUE	2	2	0	each	66.420	132.84

HP Q6003A

8/12/2009

0904416	904416	Magenta Laser Toner Cartridge PREFERRED	3	3	0	each	86.810	260.43
0904392	904392	HP Q6001A Cyan Laser Toner Cartridge PREFERRED	3	3	0	each	86.810	260.43
0904408	904408	HP Q6002A Yellow Laser Toner Cartridge PREFERRED	3	3	0	each	86.810	260.43
0970568	970568	Brother® TN- 350 Black Toner Cartridge PREFERRED	1	1	0	each	45.210	45.21

LEGEND**Ord Qty:** Original Quantity Ordered**To Be Shipped:** Ordered Quantity -
Backorder Quantity**B/O Qty:** Backorder Quantity**UM:** Unit of Measure**Unit Price:** Price per Individual Unit**Extended Price:** Ordered Quantity x Unit
Price**Subtotal:** 2083.06**Tax:** 0.00**Delivery Charge:** 0.00**Misc.:** 0.00**Total:** 2083.06**Payment Type:** Account Billing

Thank you for ordering from Office Depot.

We received your order on 07/27/2009, and processed it at the WESTON CSC facility. Your order number is 482515649-001. We will deliver your order on 07/28/2009, between 8:30 AM and 5:00 PM.



Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

ORIGINAL INVOICE

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
482515649001	2,083.06	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
28-JUL-09	Net 30	31-AUG-09

BILL TO:

001728-000721
ATTN:ACCOUNTS PAYABLE
SUMTER CNTY COMM BOARD
910 N MAIN ST # 201
BUSHNELL FL 33513-5008

SHIP TO:

SUMTER CNTY COMM BOARD
225 E MCCOLLUM AVE FL 2
BUSHNELL FL 33513-5138



AUG 05 2009

IN THE OFFICE OF
BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY

ACCOUNT NUMBER		ACCOUNT MANAGER		SHIP TO ID		ORDER NUMBER		ORDER DATE		SHIPPED DATE	
29275315				225EMCCULL		482515649001		27-JUL-09		28-JUL-09	
BILLING ID		PURCHASE ORDER		RELEASE		ORDERED BY		DESKTOP		COST CENTER	
28596		53092				BARKER , LORNA				1292607135200	
CATALOG ITEM #/ MANUF CODE				DESCRIPTION/ CUSTOMER ITEM #		U/M	QTY	QTY	QTY	UNIT	EXTENDED
						TAX	ORD	SHF	B/O	PRICE	PRICE

APPROVED FOR PAYMENT

DATE: 8-10-09

ACCOUNT # 129-260-713-5200

SIGNATURE

SUB-TOTAL 2,083.06

DELIVERY 0.00

SALES TAX 0.00

All amounts are based on USD currency

TOTAL 2,083.06

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
SUMTER CNTY COMM BOARD	28596	482515649001	28-JUL-09	2,083.06	

FLO

000285965 4825156490019 00000208306 1 0

Please
Send Your
Check to:

OFFICE DEPOT
PO Box 633211
Cincinnati OH 45263-3211

Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.